



# CITY OF RED BLUFF

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## CITY COUNCIL

### MINUTES

**Date of Meeting:** Tuesday, May 5, 2015  
**Time of Meeting:** 6:30 p.m. Closed Executive Session  
7 p.m. Regular Meeting  
**Place of Meeting:** Council Chambers, City Hall  
555 Washington Street  
Red Bluff, CA 96080

### Councilmembers Present:

Clay Parker, Mayor  
Daniele Jackson, Mayor Pro Tem  
Rob Schmid  
Gary Jones  
Suren Patel

### Councilmembers Absent: None

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## **Staff Present:**

Rick Crabtree, City Manager/City Attorney  
Cheryl Smith, Deputy City Clerk  
Sandy Ryan, Finance Director  
Kyle Sanders, Acting Police Chief  
Ray Barber, Fire Chief  
Bruce Henz, Public Works Director  
Vi Cobb, Human Resources Analyst II  
Jo Anna Lopez, City Clerk

## **CLOSED EXECUTIVE SESSION:**

### **PUBLIC EMPLOYEE APPOINTMENT (Police Chief) (Government Code §54957)**

Rick Crabtree, City Manager, reported that during the closed session the City Council had authorized him to enter into negotiations with Captain Kyle Sanders for the position of Police Chief.

## **PLEDGE OF ALLEGIANCE:**

Mayor Parker led the Pledge of Allegiance and the assembly joined in.

## **CITIZEN'S COMMENT:**

Pastor Scott Camp said a short prayer for the City Council and those in attendance.

Sanford Graham, River Oaks Homeowners Association, provided letters of commendations to the City Council and Acting Chief Kyle Sanders thanking the Police Department for the extra patrols in their area.

A member of the audience stated that several were in attendance at this meeting as part of a class they were taking at Shasta College.

Mayor Pro Tem Jackson and Councilmember Schmid requested and received clarification on the construction activity on South Main.

Bruce Henz, Public Works Director, reported that it was part of the Wal-Mart Super Center project.

## **PROCLAMATION:**

### **1. HEAD START/EARLY HEAD START**

Tina Robertson, Head Start, read the Head Start/Early Heat Start Proclamation and provided background on the program, which has been in effect for 50 years.

Mayor Parker presented the Proclamation to Ms. Robertson and stated that the City appreciated everything that the Head Start program provides.

## **CURRENT BUSINESS:**

### **1. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RED BLUFF WAIVING NOTIFICATION REQUIREMENTS OF GOVERNMENT CODE SECTION 25351 REGARDING PROPOSED TEHAMA COUNTY PROPERTY PURCHASE AND FINDING THE PURCHASE CONSISTENT WITH THE CITY GENERAL PLAN**

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Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 10-2015, waiving the notification requirements of Government Code Section 25351 and finding the proposed property purchase and project to be consistent with the City of Red Bluff General Plan.

The County is proposing to purchase property within the City of Red Bluff for use as the Tehama County Library, at 545 Diamond Avenue, in Red Bluff.

The County is requesting a General Plan consistency analysis/finding for property purchase/project and for the City to waive the 60 day notice normally required by State Law.

Councilmember Schmid stated that he felt the 60 days needed to be retained so that citizens could comment as he felt this was once again removing commercial property from the tax rolls of the city.

Councilmember Patel requested and received clarification on the county process for obtaining property.

Pastor Camp stated that this has been in the newspaper, so it was not a surprise to those who read the paper.

M/S/C Councilmembers Jackson and Jones to adopt Resolution No. 10-2015, waiving the notification requirements of Government Code Section 25351 and finding the proposed property purchase and project to be consistent with the City of Red Bluff General Plan.

AYES: Councilmembers Jackson, Jones, Parker and Patel

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: None

## **2. ADOPTION OF THE FY 2015-16 BUDGET**

Sandy Ryan, Finance Director, reviewed the staff report and provided staff's recommendation that the City Council adopt the Budget for FY 2015-16 as recommended by the Budget Committee. She noted two (2) corrections that would need to be made if adopted, one on page 41 and the other on page 98.

Rick Crabtree, City Manager, stated that what was on page 98 was correct, just adding information.

The 2014/15 budget started with a general fund balance of \$893,489.00. The 2014/15 budget is projected to end with \$789,625.00, a decrease of \$103,864.

The 2015/16 budget **begins** with an estimated general fund balance of \$789,625.00. The 2015/16 budget recommended by the Budget Committee **ends** with an estimated general fund balance of \$573,944.00.

This decrease of \$215,681.00 is mainly due to increased costs for worker's compensation insurance, liability insurance, health insurance, Public Employees Retirement System (PERS). These increases in costs are dictated by outside sources. Our computer network system maintenance and repairs, and funding for hiring a new associate civil engineer are increased costs need for the City to operate efficiently.

The Government Finance Officers Association (GFOA) recommends that at a minimum, regardless of the size of the entity, the unrestricted general fund balance should be no less than two months of general fund expenditures. This amount is \$1.3 million for the City of Red Bluff. City of Red Bluff Policy is to reserve 15% (\$1.2 million) of general fund expenditures for contingencies and uncertainties.

The Budget Committee established a floor of a minimum 2015/16 year-end General Fund cash balance of \$500,000.00. Many tough budget cuts were necessary in order to achieve this goal.

### **¼% Sales Tax Increase Highlights**

The Budget Committee also made recommendations regarding expenditure of funds derived the ¼% sales tax measure adopted in November 2014. That ¼% increase was allocated 15% to parks, recreation and other general fund services, and 85% to police and fire. The Budget Committee recommended expenditure of these funds as follows: 2 additional police officers, 1 additional dispatcher, 1 additional part-time Community Service Officer, police dept. renovations for new employees, increases in fire overtime, fire part-time, fire vehicle repairs, fire uniforms, 1 additional park maintenance worker, and 2 weeks extra of swimming pool operations. With these additional costs, and the increases stated below, the budget recommended by the Budget Committee:

- increases the 2015/2016 Police Department budget by \$493,550.00;

- increases the 2015/2016 Fire Department budget by \$213,225.00;
- and increases the Parks & Recreation budget by \$77,538.00;
- for a total of \$784,313.00.

**Other Highlights of the 2015-16 Budget, as proposed by the Budget Committee, are:**

A 75% increase in workers compensation costs.

**General Fund Cost: \$265,500.00**

A 13% increase in general liability insurance costs.

**General Fund Cost: \$45,800.00**

A 6% increase in health insurance costs, starting January 1, 2016, 50% of which is supported by the employer (the City).

**General Fund Cost: \$11,300.00**

PERS increase of 18%.

**General Fund Cost: \$120,000.00**

Additional funding for hiring a civil engineer to assist public works with upcoming and ongoing projects, 50% of the cost supported by the general fund.

**General Fund Cost: \$56,000.00**

Additional funding for Information Technology Services/Computer Maintenance (due to cost of annual service contract approved in January with Apex).

**General Fund Cost: \$40,500.00**

Additional funding for server upgrades.

**General Fund Cost: \$30,200.00**

Continued funding for the Chamber of Commerce of \$35,000.00.

Continued funding for the Tehama Economic Development Corporation of \$5,000.00.

Continued funding for the Tehama County Library of \$1,500.00.

Continued funding for 3 Core of \$2,500.00.

**General Fund Cost: \$44,000.00**

Although the City is faced with reduced gas tax revenue of approximately \$55,300.00, the City was able to keep all streets employees employed full-time.

The City was able to increase the water and sewer department employees by one for each department, to help with increased projects.

The Budget Committee would like to thank the City Manager, Finance Director, Public Works Director, Police and Fire Chief, and all City staff for their help, input, and many hours of work that was done to produce this budget.

The Budget Committee would also like to thank every department head and employee for their past, current and future efforts at keeping costs to a minimum, being conservative in their budgeting and spending within those budgets.

Councilmember Schmid stated that the Budget Committee's first concern was addressing the ¼ % sales tax increase, as part of that was it be put into Police, Fire, Parks and other general funds. They also extended the period of the pool being open an additional two weeks.

Mayor Pro Tem Jackson stated that she felt the Police Department received the majority and that the Council has been focusing on that department for the last several years.

Councilmember Jones requested and received clarification on the workers comp increases.

Mayor Parker thanked the Finance Director and the Budget Committee for their work on the proposed budget, but he did have some proposals. They were:

- Defund the Tehama Economic Development Corporation as the County had hired someone to work on economic development.
- Fund the Chamber of Commerce \$70,000.00.
- Fund one additional Firefighter, if it would save overtime and the Fire Chief stated that he thought it would save on overtime costs.
- Page 111, Airport Revenue, keep the property tax of \$65,000.00 in the General Fund.

Mayor Parker requested clarification on the repair costs for vehicles contained in the proposed budget and if it would be sufficient, as well as the reduced donation amount in the Parks and Recreation Revenue Fund.

Kathy Nelson stated that her granddaughter had taken over the operation of the Airport Restaurant and questioned why the restaurant had to be moved downstairs. She also asked about the ADA and

hazmat issues associated with the rehab of the terminal building.

Pastor Scott Camp stated that he felt the money should be put where the priorities were, which is to stop crime, get jobs, take care of the homeless issues and stop drugs. He also felt that with the next budget preparation that a citizen's committee should be put together to assist with the budget preparation.

Dave Gowan and Kristen Gray, Chamber representatives, thanked the Budget Committee for allowing them to be involved in the budget discussions.

Chief Barber thanked Mayor Parker for suggesting an additional Firefighter position.

Engineer Scott Spangler asked that a vote on the budget be put off until the next City Council meeting to allow further review and input.

Councilmember Schmid stated that the property tax is generated from the airport property and that he felt it should go towards airport improvements.

Ms. Ryan stated that the budget was not set in stone and that it was a starting point. She asked that the

budget be adopted and then reviewed following receipt of the final numbers in September and see where the city is at that time.

Captain Dom Catona stated that hiring one additional Firefighter would make a huge difference within the Fire Department.

M/S/C Councilmembers Parker and Jackson to adopt the proposed budget with funding of \$70,000.00 for the Chamber, defunding Tehama Economic Development Corporation, hiring one additional Firefighter, leave the property tax within the Airport budget and then review when the final financials are received in September.

AYES: Councilmembers Jackson, Jones and Parker

NOES: Councilmembers Patel and Schmid

ABSENT OR NOT VOTING: None

### **3. CONTRACT AWARD FOR THE GIVENS ROAD PAVING AND DRAINAGE IMPROVEMENT PROJECT**

Bruce Henz, Public Works Director, reviewed the staff report and provided staff's recommendation that the City Council authorize the award of a

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construction contract to Trinity River Construction Inc., in the amount of \$127,240.00 for the improvements included within the Givens Road Paving and Drainage Improvement Project.

The Givens Road Paving and Drainage Improvement Project will complete the paving within the unconnected portion of Givens Road and also complete the area trunk drainage facilities for a portion of the City lying between Givens Road and Kimball Road. The new improvements to Luther Road, to be constructed as a part of the Wal-Mart project, will cause traffic slowdowns and delays during this construction. With the completion of the Givens Road paving improvements, a reasonable alternative route will be provided and help to alleviate this situation.

The funding allowance for these repairs has been included within the City's currently adopted 2014/2015 budget. The construction costs will be drawn from Fund 43-42-530-100, the Street Improvement Fund, and Fund 22-24-530-100, the Development Impact Fee Funds for Drainage Improvements. There is a sufficient funding allocation within the currently approved Street Improvement Fund, 43-42-530-100, and Fund 22-24-530-100, the Development Impact

Fee Funds for drainage improvements, to accommodate the **\$137,240.00** bid that was received.

Mayor Pro Tem Jackson stated that she was happy to see that local a business had been used to draw the plans for the project.

M/S/C Councilmembers Jackson and Patel to authorize the award of a construction contract to Trinity River construction Inc., in the amount of \$127,240.00 for the improvements included within the Givens Road Paving and Drainage Improvement Project.

AYES: Councilmembers Jackson, Jones, Patel, Schmid and Parker

NOES: None

ABSENT OR NOT VOTING: None

#### **4. REIMBURSEMENT COSTS FOR CITY FIRE MANAGEMENT PERSONNEL**

Ray Barber, Fire Chief, reviewed the staff report and provided staff's recommendation that the City Council adopt Resolution No. 11-2015, a resolution of the City of Red Bluff identifying the terms and conditions for the City of Red Bluff to reimburse its Fire Department

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Management Personnel when they are on responses away from their official duty station and assigned to an emergency incident operating under the California Fire Assistance Agreement.

This Resolution will allow the City of Red Bluff to pay their Fire Department Management Personnel for the hours worked in excess of their normal duty hours and while they are away from their normal course of duty. This extra pay is contingent on receipt of reimbursement funds from the State.

M/S/C Councilmembers Jackson and Jones to adopt Resolution No. 11-2015, a resolution of the City of Red Bluff identifying the terms and conditions for the City of Red Bluff to reimburse its Fire Department Management Personnel when they are on responses away from their official duty station and assigned to an emergency incident operating under the California Fire Assistance Agreement.

AYES: Councilmembers Jackson, Jones, Patel, Schmid and Parker

NOES: None

ABSENT OR NOT VOTING: None

## **5. PROPOSED RESOLUTION NO. 12-2015; SICK LEAVE POLICY FOR PART-TIME, TEMPORARY, AND SEASONAL EMPLOYEES**

Rick Crabtree, City Manager, reviewed the staff report and provided staff's recommendation that the City Council adopt proposed Resolution No. 12-2015; Sick Leave Policy for Part-time, Temporary, and Seasonal Employees.

Effective July 1, 2015, the Healthy Workplaces, Healthy Family Act of 2014 ("Act", AB1522) requires the City of Red Bluff to provide sick leave for part-time, temporary, and seasonal employees.

M/S/C Councilmembers Jackson and Parker to adopt Resolution No. 12-2015; Sick Leave Policy for Part-Time, Temporary, and Seasonal Employees.

AYES: Councilmembers Jackson, Jones, Patel and Parker

NOES: Councilmember Schmid

ABSENT OR NOT VOTING: None

## **6. JUNE 2015 CITY COUNCIL MEETING SCHEDULE**

Rick Crabtree, City Manager, the City Council cancel the regularly scheduled City Council meeting on June 16, 2105 and reschedule the meeting to June 23, 2015.

On May 7, 2013, the City Council adopted Ordinance No. 1023, setting regular City Council meetings to occur on the first and third Tuesdays of each month, starting at 7:00 p.m. (City Code § 2.1) This normally results in City Council meetings occurring every other Tuesday. Regular meetings may be cancelled or rescheduled by posting and distributing advance notice. (City Code § 2.1(C))

There are 5 Tuesdays during the month of June 2015. As normally scheduled, there would be no City Council meetings between June 16<sup>th</sup> and July 7<sup>th</sup>. In addition, both the City Manager and the Deputy City Clerk are scheduled to be on vacation during the week of June 7<sup>th</sup>, the week when the agenda for the June 16<sup>th</sup> meeting would normally be prepared.

For these reasons, staff requests that the City Council consider moving the second City Council meeting in June 2015 to June 23<sup>rd</sup>.

M/S/C Councilmembers Jackson and Jones to cancel the regularly scheduled City Council meeting on June 16, 2015 and reschedule the meeting to June 23, 2015.

AYES: Councilmembers Jackson, Jones, Patel, Schmid and Parker

NOES: None

ABSENT OR NOT VOTING: None

### **STAFF ITEMS:**

None

### **COMMITTEE REPORTS/COUNCIL COMMENTS:**

***Reports by City Council members on the activities of their assigned agencies and/or committees.***

Local Agency Formation Commission (LAFCO) -  
*meeting cancelled*

3 Core - *no meeting*

Tehama County Transportation Commission -  
*met and discussed unmet transit needs*

Downtown Red Bluff Business Association -  
*meeting May 20<sup>th</sup>*

Community Action Agency - *meeting May 21<sup>st</sup>*

Tehama Economic Development Corporation -  
*meeting in June*

Tehama County Sanitary Landfill JPA I - *no  
meeting*

Executive Committee -- Tehama County/City of Red  
Bluff Landfill Management Agency JPA II - *no  
meeting*

Tehama County/City of Red Bluff Landfill  
Management Agency JPA II - *no meeting*

Chamber of Commerce - *meeting on May 26<sup>th</sup>*

Mayor Pro Tem Jackson reminded everyone of  
the Peace Officer Memorial on May 13<sup>th</sup> at 7 p.m.  
at the Bethel Church.

**ADJOURNMENT:**

There being no further business Mayor Parker adjourned the meeting at 8:50 p.m. until the meeting of May 19, 2015.

*s/ Clay Parker, Mayor*

ATTEST:

*s/ Jo Anna Lopez, City Clerk*